

Volunteer Acknowledgement & Agreement

Volunteer Statement of Accountability

In accepting the assignment of volunteer for the City of Scottsdale, you fully understand, acknowledge and agree to the following conditions:

- Volunteers serve without pay, while following the City's Administrative Regulations (AR) and the City's Values listed below:
 - Plan and Innovate for the Future
 - Listen, Communicate, Take Action
 - Respect the Individual
 - Collaborate as a Team
 - Learn & Grow Continuously
 - Focus on Quality Customer Service
 - Be Accountable & Act with Integrity
 - Show Caring & Compassion for Others
- Volunteers are required to wear their ID badges at all times while performing volunteer duties. The City policy regarding identification badges is set forth in AR #386.
- Volunteer assignments are not permanent. Your volunteer assignment can be terminated at any time if it is not agreeable or acceptable, or when the assignment has been completed. Volunteers have no recourse with the City of Scottsdale if termination occurs.
- The City of Scottsdale reserves the right to change or discontinue your volunteer duties if they no longer meet the needs and expectations of the organization.
- Volunteers accept responsibility for working within the established procedures of their assignment.
- Volunteers are expected to maintain a clean and neat appearance and dress appropriately for their assignment.
- Volunteers are expected to be punctual and reliable and inform their supervisor of any absences or vacations.
- Volunteers must respect the confidentiality of the organization, its employees, volunteers and customers. A confidentiality agreement may be required of some volunteers depending on their assignment.
- The City of Scottsdale assumes no responsibility to interview or hire volunteers for any paid position.
- Volunteers are required to return their identification badge, bus pass and any other City issued equipment, supplies, etc. upon leaving their volunteer position.
- Volunteers who perform services for City of Scottsdale, and are under direct or indirect supervision of City of Scottsdale employees, are eligible for Worker's Compensation benefits pursuant to A.R.S. 23-901.06.

Electronic Communications & Use of Internet – Administrative Regulations #127, #136, & #165

Medication & Substance Abuse Policy – Administrative Regulation #324

Ethical Standards – Administrative Regulation #320

Identification Badges – Administrative #386

Anti-Discrimination & Non-Harassment Policy – Administrative Regulation #333

*By signing my name below, I hereby acknowledge that I have received a copy of the City of Scottsdale **Volunteer Statement of Accountability** and other information regarding the guidelines outlined in the **Administrative Regulations** listed above. I understand them and agree to adhere to them while serving as a volunteer for the City of Scottsdale.*

Volunteer Name (print)

(sign)

Date

Volunteer Site Supervisor Name (print)

(sign)

Date